BDI-2 Data Manager™

User's Guide for Administrators

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Getting Started

The Battelle Developmental Inventory™, 2nd Edition, (BDI-2™) is an early childhood instrument based on the concept of developmental milestones. As a child develops, he or she typically attains critical skills and behaviors sequentially, from simple to complex. BDI-2 helps measure a child's progress along this developmental continuum by both global domains and discrete skill sets in the following areas: Adaptive, Personal-Social, Communication, Motor, and Cognitive.

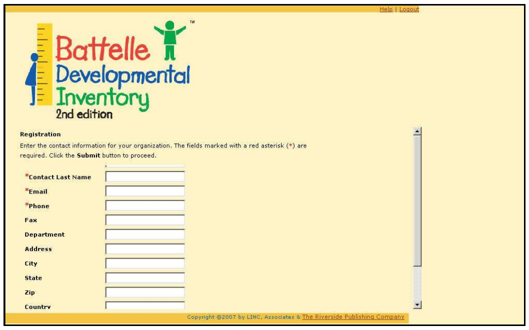
Logging on to BDI-2 Data Manager

1. Enter the following link in the address box of your internet browser: http://www.bdi2datamanager.com
2. Enter your **Login ID**.
3. Enter your **Password**.
4. Click **Login**.

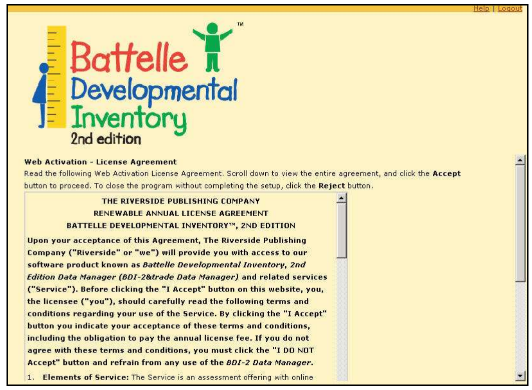
Initial information

Logging on as an administrator for the first time will require you to register your organization information and to accept a web license agreement.

Registration

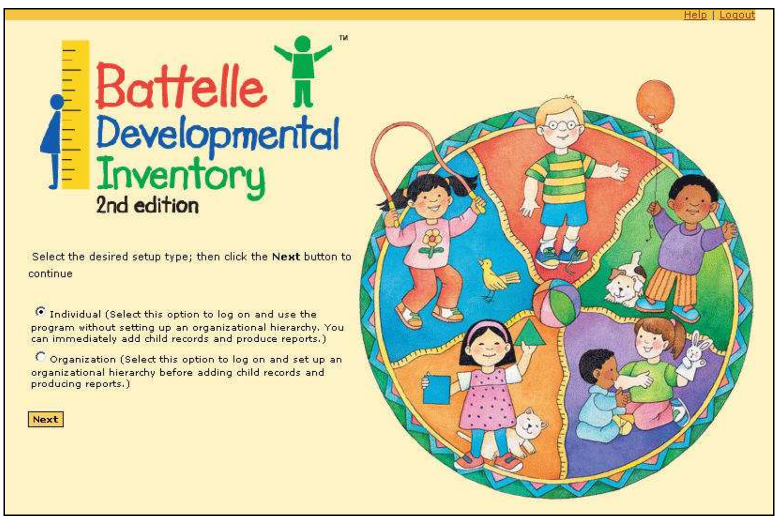


License Agreement



Subsequently, you will indicate if you are an individual user without need of a multi-tiered hierarchy structure or if you are an organization where you will need to establish a hierarchy.

- **Individual**: If you are an individual user who does not need to use a hierarchy, select **Individual** and then click **Next**. Skip to Chapter 4 in this manual if you want the option to create groups, Chapter 5 to add examiners, and/or Chapter 6 to add children.
- **Organization**: Users who need to set up a hierarchy and organizational structure should proceed to Chapter 2 in this manual.

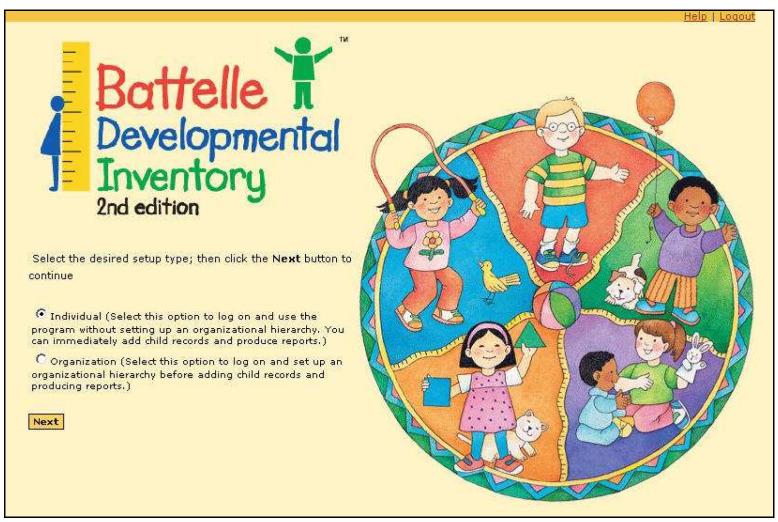


2

Setting up the Hierarchy

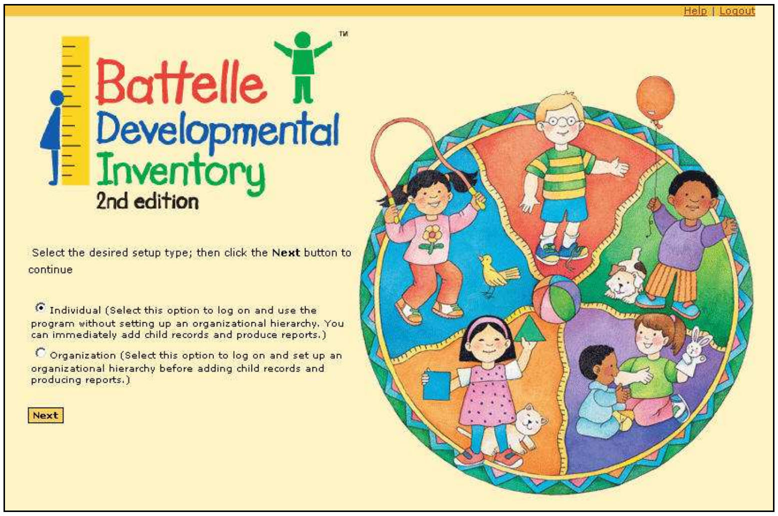
The BDI-2 Data manager provides two (2) hierarchy levels – the top and the bottom levels – that can be used to identify the structure of your organization. You can add additional levels between the top and bottom levels – a total of ten (10) levels can be used. Use the hierarchy to define the general structure of your organization such as *state*, *agency*, *county*, *district*, *school*, and *class*.

Upon initial login, you will indicate if you are an individual user without need of a multi-tiered hierarchy structure or if you are an organization where you will need to establish a hierarchy. ***If you are an individual user who does not need to use a hierarchy***, click **Next** and skip to Chapter 4 in this manual if you want the option to create groups, Chapter 5 to add examiners, and/or Chapter 6 to add children.

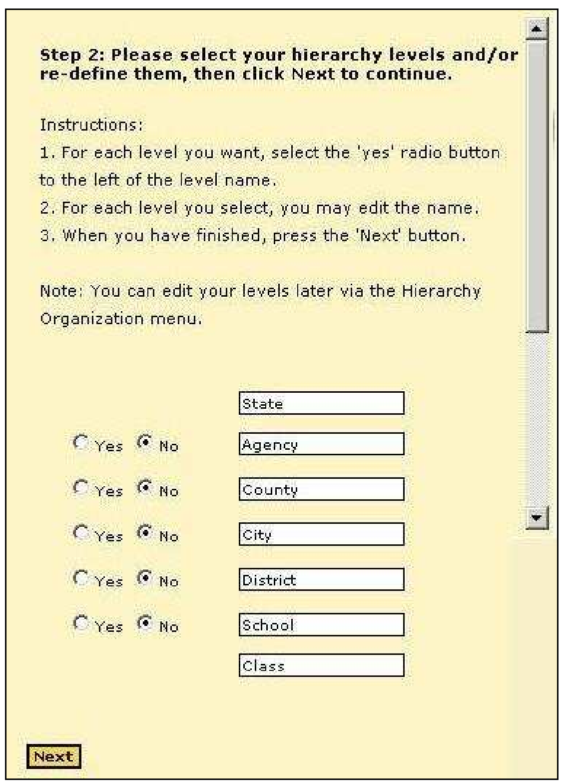


Defining the Hierarchy

1. Select **Organization**.



2. Click **Next**.
3. From the options available, select the levels that you want or need in your hierarchy. **Note**: The top and bottom hierarchy levels, **State** and **Class**, are automatically assigned to you. Determine what additional levels, if any, are needed in between those two levels.



4. Select **Yes** beside the hierarchy options that are needed. **Note**: To change the **label** on the hierarchy (for example, to change the word "district" to "school system") simply type your change into the box.
5. Click **Next**.

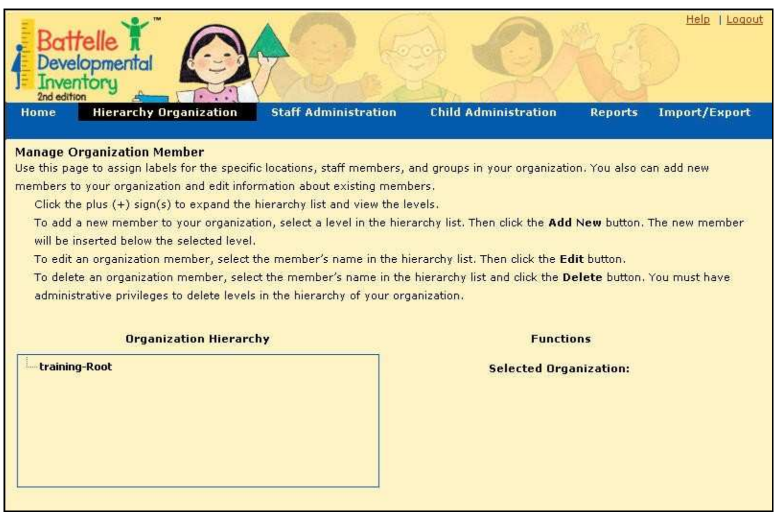
3

Establishing the Organizational Structure

Once the framework for the hierarchy has been set up, you can define how your organization fits into the hierarchy.

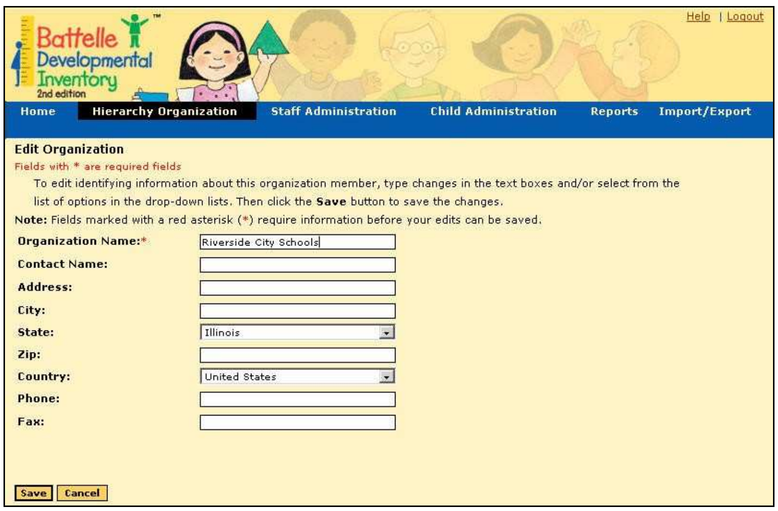
Defining the Organization

1. From the main menu, select **Hierarchy Management**.
2. From the drop-down menu, select **Organization Management**.
3. Select the root in the **Organizational Hierarchy** box.

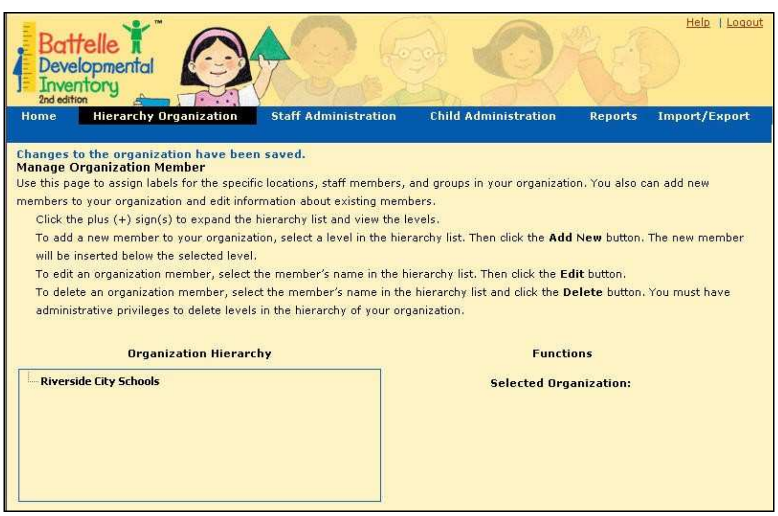


4. Edit the name of the root if needed. Select the current label for the 'root' of the hierarchy, and then click **Edit**.

5. Type your edits and click **Save**.

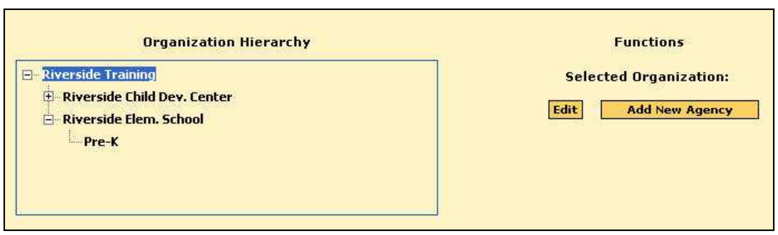


6. Select **Add New *District***. **Note:** This label on this button will be dependent upon your hierarchy structure description.



7. Type in the name of the agency (or district, agency, school, class) and any other needed or desired information.

8. Click **Save**.
9. Continue to add members to your organization as needed by selecting the level to which you want to add and clicking the **Add New Agency** button. **Note**: The name on this button is dependent upon how the hierarchy was labeled.



4

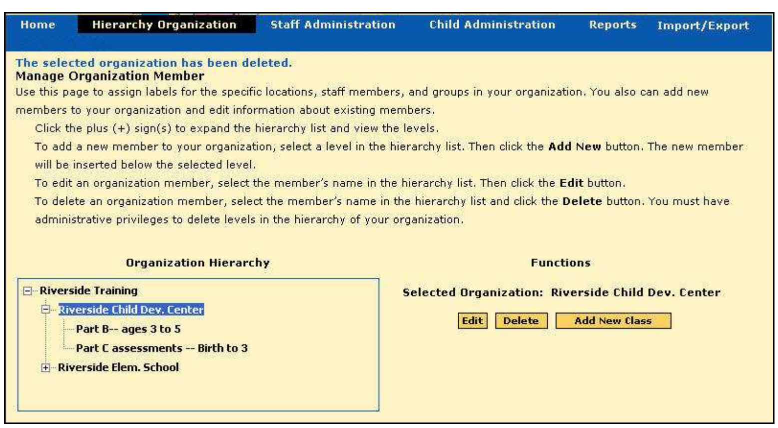
Creating Groups/Classes

Children are placed into groups or classes for management purposes. Each group/class corresponds to an examiner/teacher, and it can relate by category (i.e., Birth to 3, Ages 3 to 5, Pre-K, etc.). **Note**: Only examiners who have been given the privilege to add new groups will have this menu option available.

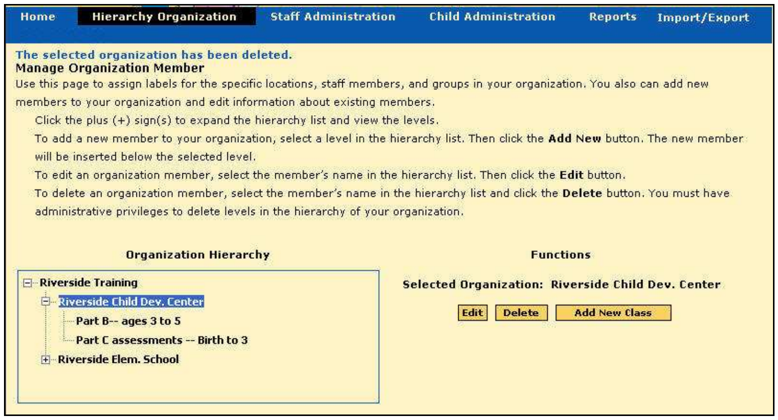
Creating a new group or class

1. To create a new group or class, choose **Hierarchy Organization ➡ Organization Management**.

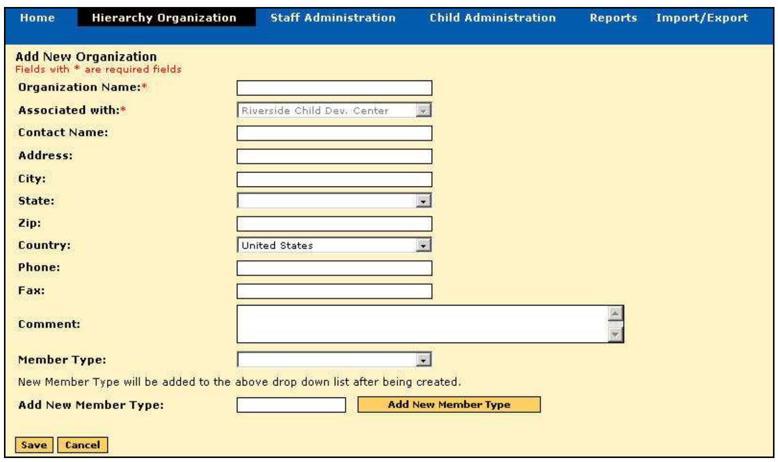
2. Click the plus sign (+) to expand the hierarchy list and view the levels.



3. To add a new group/class, select the school/program to which you want to add a class.



4. Click the **Add New Class** button. **Note**: The name on this button is dependent upon how the hierarchy was labeled.



5. Give the group/class a name.
6. Add any other additional desired information.
7. Click **Save**.
8. Repeat steps 1 to 7 to create additional groups/classes.

5

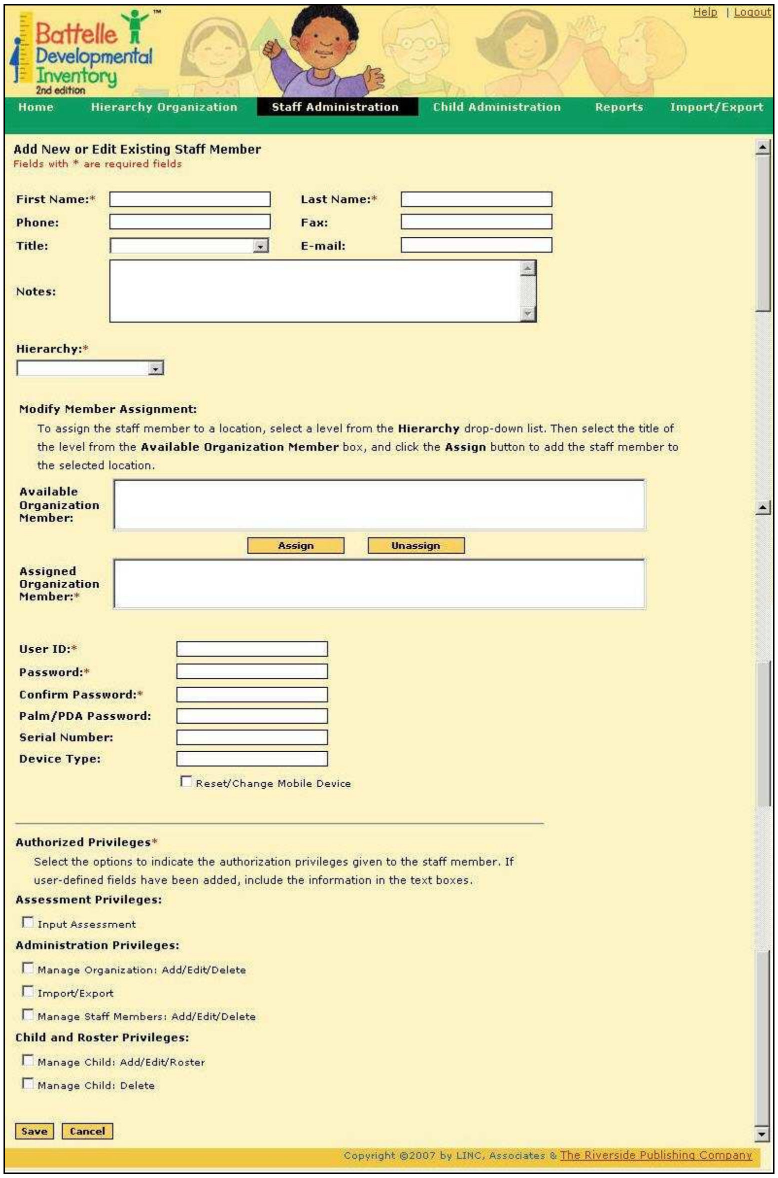
Creating Accounts for Examiners

An account must be created for each examiner. The examiner can then be associated with groups/classes. **Note**: Only examiners who have been given the privilege to add new staff will have this menu option available.

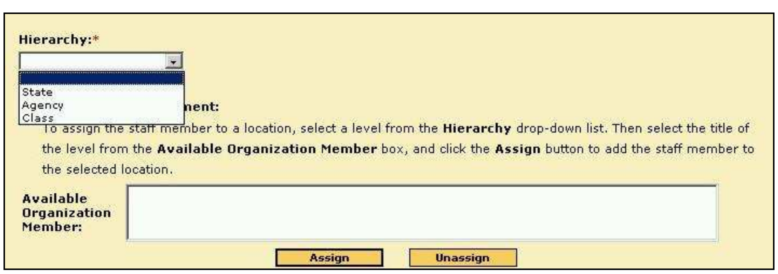
Creating a new examiner account

1. To create a new examiner account, choose **Staff Administration ➡ Add Staff Member**.

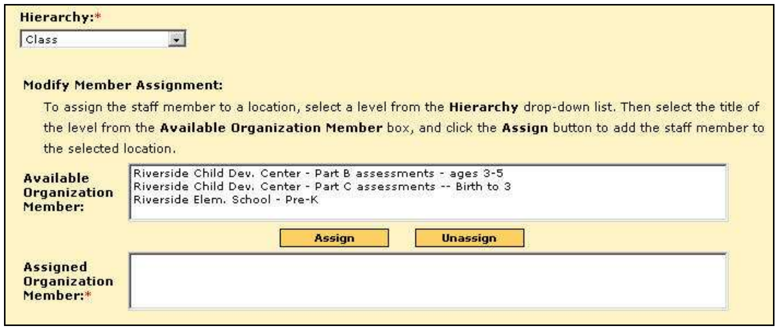
2. Fill in the required information (fields marked with a red asterisk).



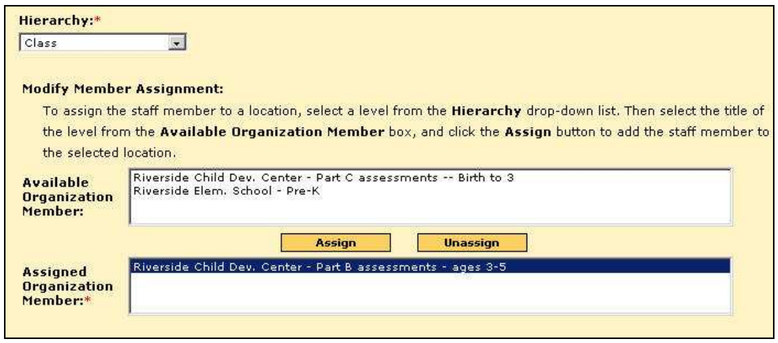
3. Select the hierarchy level into which the examiner will be added.



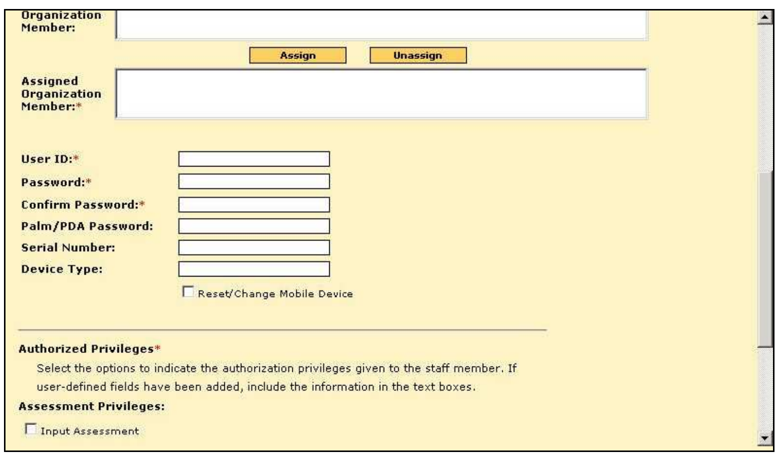
4. From the **Available Organization Member** box, select the group into which the examiner will be added.



5. Click **Assign**.



6. Fill in the remaining required fields, including privileges, and any additional desired information.



7. Click **Save**.
8. Repeat steps 1 to 7 to create additional examiner accounts.

6

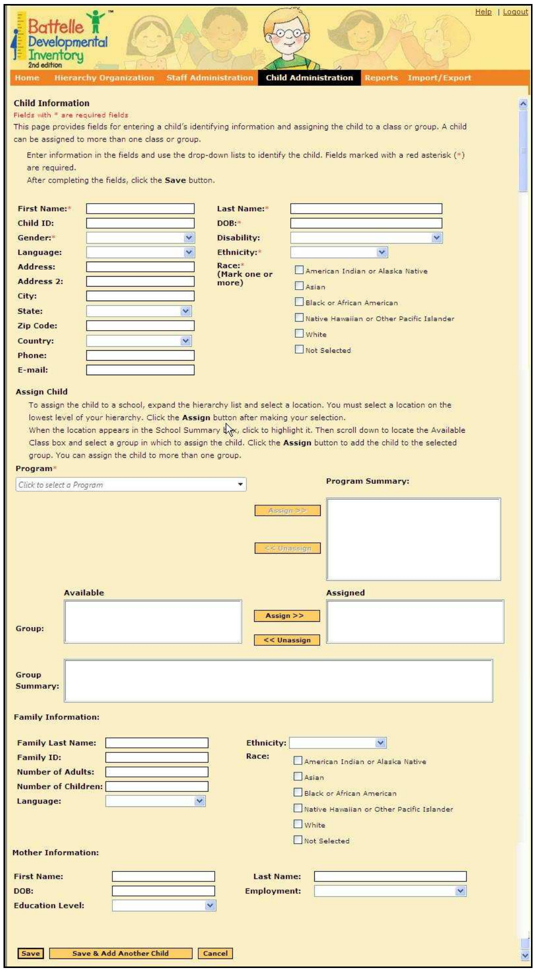
Adding Children

Child records can be added at any time. After a child record has been created in Data Manager, assessment data can be entered and assessment results subsequently viewed. **Note**: Only examiners who have been given the privilege to add new children will have this menu option available.

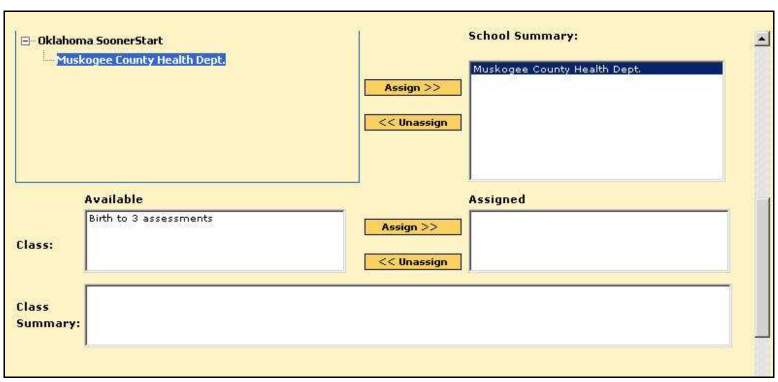
Adding child records

1. To add a child's record, choose **Child Administration ➡ Add Child**.

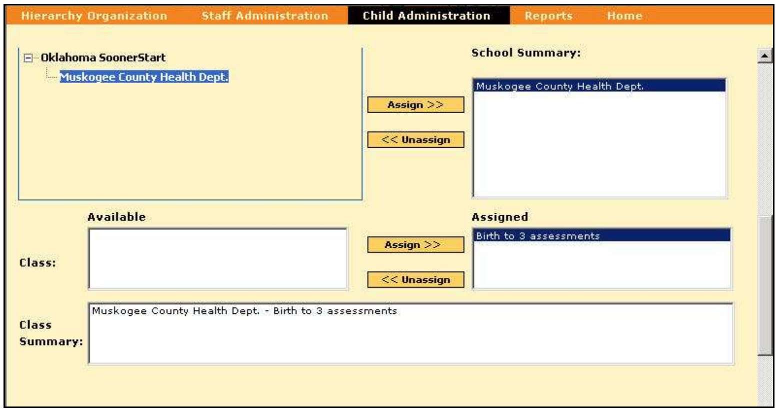
2. Fill in the required information (fields marked with a red asterisk).



3. Select the agency/school to which the child will be assigned.
4. Click **Assign**. The agency/school you selected will now show in the area entitled **School Summary**.



5. Click the name of the agency/school in the School Summary box. A list of groups/classes at the agency/school will appear in the area entitled **Available Class**.
6. Select a group/class and click **Assign**. The group/class you selected will now show in the area entitled **Assigned**. The child is now assigned to this group/class, and a description of the group/class is shown in the area entitled **Class Summary**.
   Note: As an individual user, if groups have not been set up, simply skip this step.



7. Fill in any additional or needed information.
8. Click **Save**. Click **Save & Add Another Child** if you want to add another child's record.

7

Adding Assessment Data

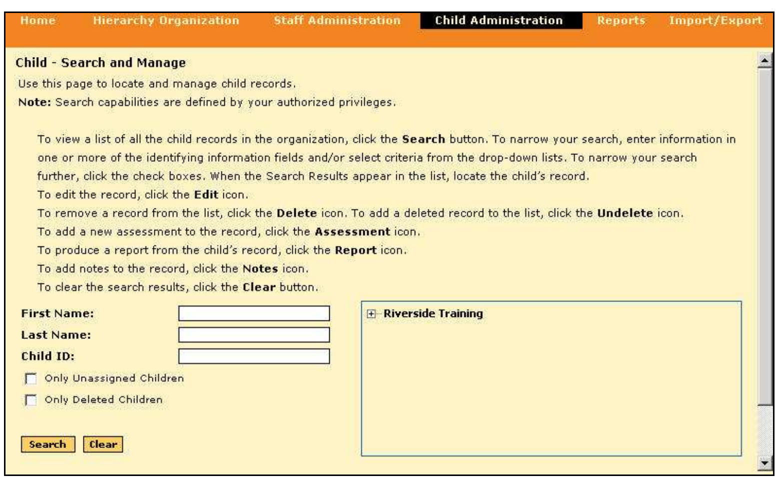
After a child's record has been added, assessment data can be entered for the child. Assessment data can be entered using raw scores or item details, though it is recommended that data be entered using Item Details.

To add assessment data to a child's record, first search for the child.

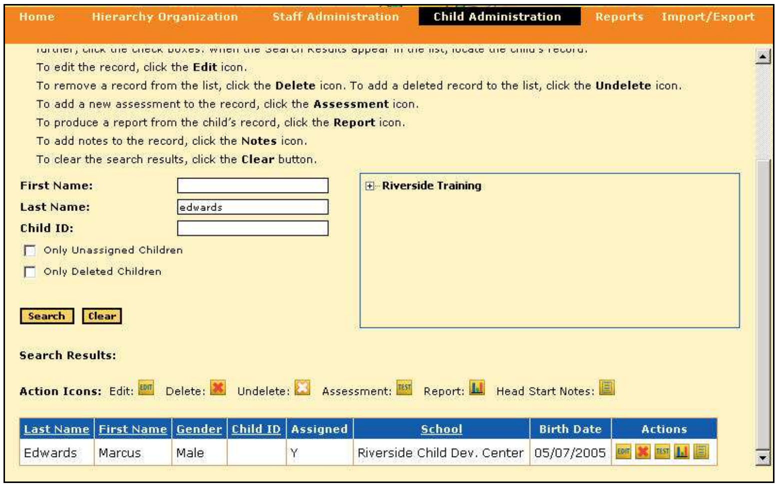
Search for a child's record

1. To locate a child's record, choose **Child Administration ➡ Search Child.**

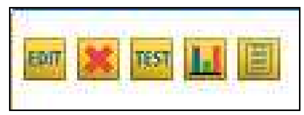
2. Click **Search** to see a list of all children. To narrow the search, enter information in one or more of the identifying information fields and/or select criteria from the drop-down lists.



Note: Click the **Only Unassigned Children** or **Only Deleted Children** check box to search for records that are not assigned or have been deleted.

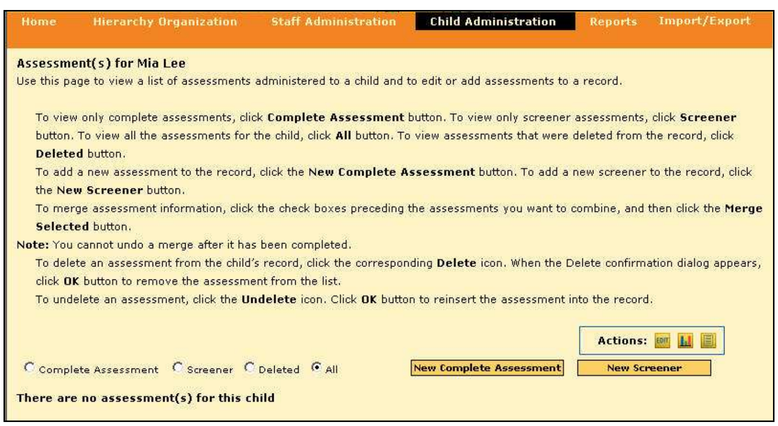


3. Scroll down. From the search results, you can complete the following activities:
   - **edit** a child's information,
   - **delete** a child record,
   - enter an **assessment**,
   - preview, save, and print **reports**, and
   - add **Head Start notes**.

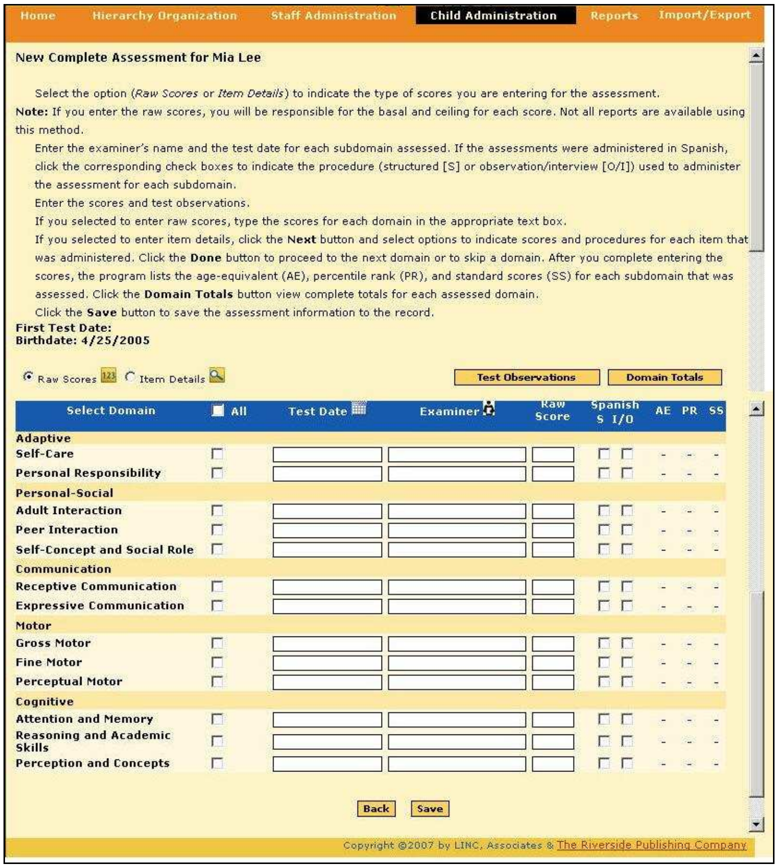


Enter assessment data for a selected child

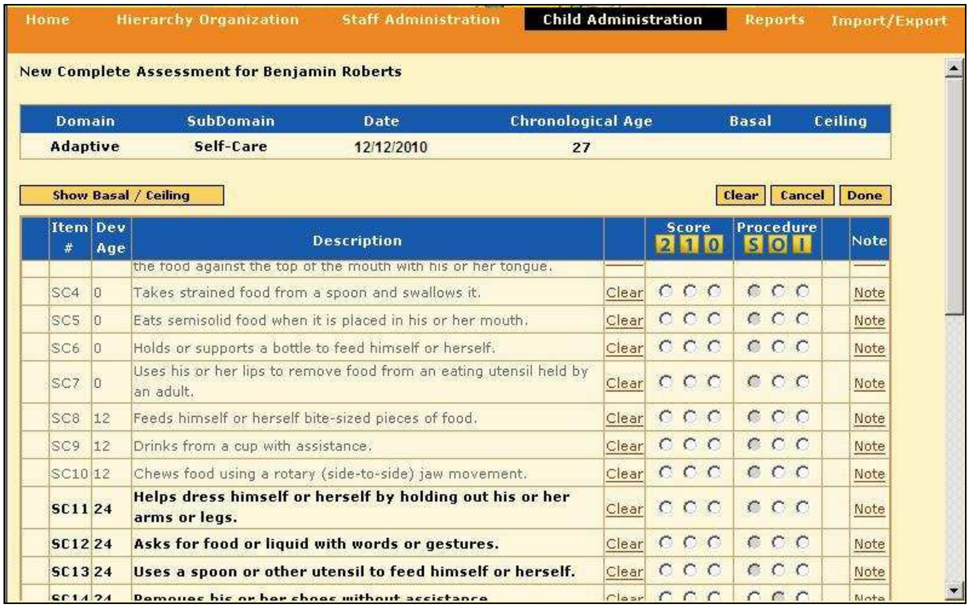
1. Click the **Assessment** icon (TEST) to add assessment data to a child's record.
2. Depending on which assessment was administered to the child, select either **New Complete Assessment** or **New Screener.** (For this example, **New Complete Assessment** has been selected.)



3. Select **Item Details**.



4. Click the check boxes to select the administered subdomains or click **All** to select all subdomains.
5. Enter a test date for each subdomain administered, or select the **Test Date** calendar icon to quickly select the test administration date.
6. Enter an examiner's name for each subdomain administered, or click the **Examiner** icon to quickly select the examiner who administered the test(s).
7. Click **Next** to proceed with score entry.
8. Enter the scores and procedures for each administered subdomain item by selecting the score **(2, 1,** or **0)** and the administration procedure (**S, O**, or **I**).



9. Click **Done** when all the scores have been entered.
10. If you selected more than one subdomain, you will automatically advance to the next selected subdomain. Enter data for the next subdomain.
    - Select the number of points **(2, 1, or 0)** for each item administered.
    - Select the administration procedure (**S, O**, or **I**) for each item administered.
    - Click **Done** when all the scores have been entered.
11. A summary of scores will be shown when data has been added to the last selected subdomain.

Continuing an assessment for a selected child

If you need to exit out of the Data Manager software before you complete entering in all data on a child or if another examiner entered some data on a child and you now need to enter additional data on the child, you can continue to add assessment information on any child on whom an assessment has begun. Follow these steps to continue adding assessment data on a child on whom some data has been entered:

1. **Search** for the child by selecting **Child Administration ➡ Search Child**.
2. Click the **Test icon** to the right of the child's name.
3. Click on the **test date** (at the bottom of the screen) of the assessment to which you need to add more information.

4. Change to "Item Details".
5. Put a check by any subdomain for which you need to enter information.
6. Enter the date of the assessment for any subdomain on which is checked.
7. Enter the examiner(s) name(s) for any subdomain on which is checked.
8. Click **Next**.
9. Begin entering assessment data for the selected subdomain.

8

Viewing Reports

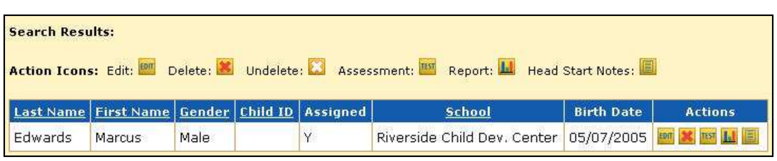
A number of reports are available after test data has been entered on a child. To view a child's record and generate reports, first search for the child.

Search for a child's record

1. To locate a child's record, choose **Reports ➡ Child Reports**.

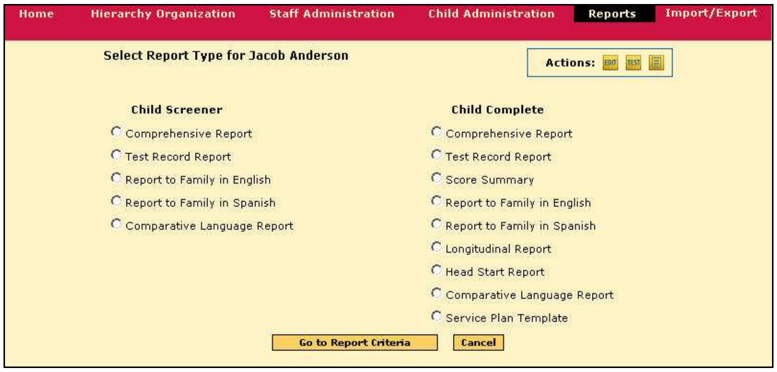
2. Enter any known identifying information in the boxes.
3. Narrow your search by expanding the hierarchy levels and selecting a location.
4. Click **Search**.

5. Scroll down. The results of your search will be shown.

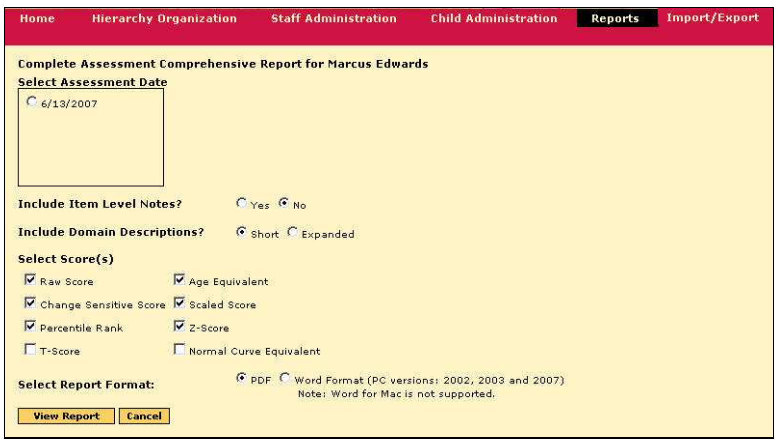


View or save reports

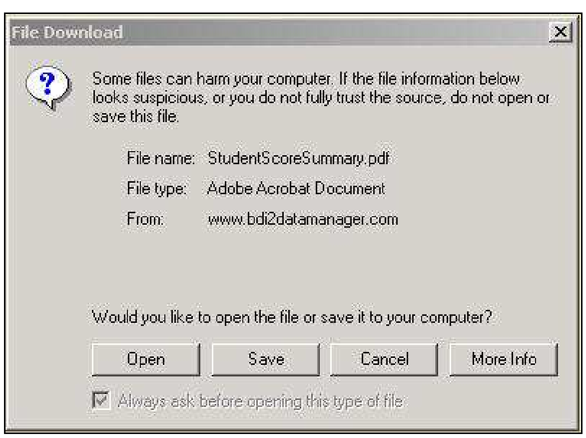
1. Click the **Report** icon ( ) to generate a report from the child's record.
2. Select a report name.



3. Click **Go To Report Criteria**.



4. Select the assessment date.
5. Select any criteria needed in the report.
   Note: The options available will vary based on which report you selected.
6. Select **View Report**.
7. Click **Open** to view the report or **Save**. If **Save** is chosen, select the location to save the report and give the file a name.



8. View, print, and/or close the report.

Scrore Summary Report for Marcus Edwards

Battelle Developmental Inventory 2nd edition

Name: Marcus Edwards
Gender: [x] M [ ] F [ ] Unknown
ID#:
Examiner: Michele Davidson
Agency: Riverside Child Dev. Center
Class: Part C assessments -- Birth to 3
Items Administered in: [x] English only
[ ] Spanish only
[ ] Mixed English and Spanish
Date of Birth: 10/22/2008
Date of Testing: 12/12/2010
Chronological Age: 25 months
Program Note:

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Domain/Subdomain	RS	AE	CSS	SS	PR	Z-Score
Adaptive	**39**	**-**	**474**	**93**	**32**	**-0.47**
Self-Care	31	19	463	7	16	-1.00
Personal Responsibility	8	25	484	10	50	0.00
Personal-Social	**66**	**-**	**461**	**87**	**19**	**-0.87**
Adult Interaction	36	20	476	7	16	-1.00
Peer Interaction	12	<24	462	8	25	-0.67
Self-Concept and Social Role	18	14	444	5	5	-1.67
Communication	**54**	**-**	**456**	**92**	**30**	**-0.53**
Receptive Communication	30	26	478	11	63	0.33
Expressive Communication	24	16	433	5	5	-1.67
Motor	**93**	**-**	**442**	**84**	**14**	**-1.07**
Gross Motor	55	21	459	8	25	-0.67
Fine Motor	28	19	448	8	25	-0.67
Perceptual Motor	10	<24	419	5	5	-1.67
Cognitive	**56**	**-**	**467**	**89**	**23**	**-0.73**
Attention and Memory	31	20	464	8	25	-0.67
Reasoning and Academic Skills	10	<24	466	8	25	-0.67
Perception and Concepts	15	21	470	8	25	-0.67
BDI-2 Total	**308**	**-**	**460**	**85**	**16**	**-1.00**